



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

September 07, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-09

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Social Security Verification Report (BL1523-01)

OSUP has submitted a diskette with employee information to the Social Security Administration (SSA) to verify employee names and social security numbers against their records for EVS (Enumeration Verification System). Information was included for all employees, active and inactive. If your agency had any mismatches of data, your agency will receive the Social Security Verification Report (BL1523-01) within the next few weeks. This report identifies the differences between UPS and Social Security's records, listing social security numbers and/or names that do not match Social Security's data file. It includes the employee's last name, first name, middle name, SSN in UPS, and a verification code with an error description. **Agencies need to research and correct any differences as soon as possible for W-2 purposes and to avoid penalties from the IRS.**

NOTE: The conversion of data from the Uniform Payroll System (UPS) to the new ISIS HR System will be made on September 9, 2000. If any converted information (name, SSN, etc.) is changed in UPS after this date, agencies must manually correct them in both systems (UPS & ISIS HR) to ensure accuracy for 2000 W-2s (UPS) and 2001 W-2s (ISIS HR).

This report has been sorted by Control Number and PRN for your convenience. Error codes "1" and "5" need to be researched immediately to assure W-2s are processed with correct information. Please refer to OSUP Memorandum #2000-03 for information on how to set up employee names in UPS. PRN and Control No. totals should appear on the last page of your report. Error code "3", for birthdates that do not agree with SSA, does not need to be addressed before W-2s are produced this calendar year.

Social Security Administration suggests that you do the following for any differences:

- Ask to see the employee's Social Security card to assure that the name and Social Security number were correctly entered in UPS, and make the necessary corrections. Also, advise the employee that they may want to have their name changed on their Social Security card by the SSA.
- If the Social Security card and UPS match, have the employee check with a local Social Security office to determine the problem. Agencies may need to intervene and contact SSA also.

If you have any questions, please contact one of the following OSUP employees at (225):

Paula Rotolo	342-5357	Cindy McClure	342-8928
Debbie Causey	342-5377	Ralph Noland	342-8928
Karen Antoine	342-5354	Cynthia Spann	342-8928

RSM:KWA/kmb